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February 8, 2011

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

APPROVAL FOR INTERIM ORDINANCE AUTHORITY TO ESTABLISH COUNTYWIDE OVERSIGHT PANEL ON EQUITY (ALL SUPERVISORIAL DISTRICTS) (3 VOTES)

SUBJECT

Recommendation to approve interim ordinance authority to establish the Countywide Oversight Panel on Equity.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve interim ordinance authority for the Executive Office of the Board of Supervisors pursuant to County Code Section 6.06.020 for one Deputy Executive Officer, Board Operations; one Senior Staff Analyst, Commission Services; and one Staff Analyst, Commission Services in order to enable the Executive Office to begin the administration of the Countywide Oversight Panel on Equity.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

On December 14, 2010, your Board adopted a Chief Executive Office (CEO) recommendation to create a countywide employment discrimination complaint process modeled after the Sheriff's Equity Oversight Panel (EOP). The Board action specified inclusion of an independent four-member panel and a skills assessment of current Office of Affirmative Action Compliance (OAAC) investigators and training in the EOP investigative approach.

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On January 21, 2011, the CEO issued a memo to your Board that included a plan to implement the Countywide Oversight Panel on Equity (COPE). As noted in our memo, new positions are needed to provide the staff support for the COPE program. The following positions are recommended so that the program is staffed similar to several of the County's commissions:

- 1 - Executive Director, COPE (new)
- 1 - Senior Staff Analyst, Commission Services (new)
- 1 - Staff Analyst, Commission Services (new)
- 1 – Secretary (existing in Executive Office, Board of Supervisors)

These positions will review, analyze, provide trend information, and schedule hearings for hundreds of discrimination complaint investigations each year. This staff will also audit departments to ensure that appropriate disciplinary actions are taken.

The interim ordinance authority for Deputy Executive Officer, Board Operations will be a provisional allocation to enable the Executive Office to fill the position of Executive Director, COPE for the remainder of fiscal year (FY) 2010-11. Justification for inclusion of funded ordinance positions for one Executive Director, COPE; one Senior Staff Analyst, Commission Services; and one Staff Analyst, Commission Services will be included in the FY 2011-12 Proposed Budget.

Implementation of Strategic Plan Goals

The recommended action is consistent with principles of the countywide Strategic Plan Goal 1: Operational Effectiveness.

FISCAL IMPACT/FINANCING

The Executive Office will utilize one time FY 2010-11 savings to cover the cost of these positions along with Services and Supplies (S&S) start up cost for the remainder of the fiscal year. The total annual cost for the COPE program is about \$414,000 of which \$374,000 is for Salaries and Employee Benefits and \$40,000 is for S&S. It will be included in the FY 2011-12 Proposed Budget and will be cost neutral.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

On September 7, 2010, your Board instructed the CEO, in conjunction with the Department of Human Resources (DHR) and the OAAC, to report back on the feasibility

of creating a model similar to, but not necessarily identical to, the Sheriff's EOP. The EOP is an independent body of employment attorneys and/or experts in the area of employment investigations responsible for the review and monitoring of the Sheriff Department's employment discrimination and harassment complaint process from intake through the investigation phase and the EOP hearing.

CEO staff met with the Board Executive Officer, OAAC, DHR, County Counsel, and the Internal Services Department to discuss implementation of the COPE. The group developed an initial implementation plan which reflects a phased approach to rolling this program out countywide and submitted it to your Board on January 21, 2011.

The implementation plan also includes numerous other activities, such as assessment of investigators, development of policies, guidelines and procedures, and identification of best practices and information-sharing methods.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the appropriation adjustment will enable the Executive Office to begin the administration of the COPE.

Respectfully submitted,



WILLIAM T FUJIOKA
Chief Executive Officer

WTF:EFS:GS:cg

c: Executive Office, Board of Supervisors
County Counsel
Affirmative Action Compliance
Human Resources
Internal Services